

Job Description
Missouri State Highway Patrol

Class Title: Clerk IV - BPD

Title Code: V00008

Effective Date: 01/01/88

Date Reviewed: 01/12/06 hrd

Date Revised: 01/12/06 hrd

Immediate Supervisor: Supply Manager II

Position Supervised: Stores Clerks I, II, III

FLSA Classification: Non-exempt

Working Hours: Normal working hours are 8:00 a.m. to 12:00 noon and from 1:00 p.m. until 5:00 p.m., Monday through Friday; however, working hours are subject to change at the discretion of the commanding authority

POSITION SUMMARY

This is standardized manual, clerical and supervisory work in receiving, handling, recording, storing and shipping of the Patrol's warehouse merchandise. The employee is expected to operate independently with limited supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks which may be found in positions of this class.)

Plans, schedules, coordinates, and supervises the duties of all Stores Clerks working during the assigned shift; prepares performance evaluations on all assigned personnel.

Trains Stores Clerks in the performance of job duties.

Takes physical inventory of maintained stock as required.

Issues supplies from the warehouse on approved requisitions for departmental use.

Assembles, packs and transports stored merchandise.

Operates a forklift and pallet jack in the moving of supplies and equipment.

Engraves nameplates, signs, etc., for troops and divisions as needed.

Operates basic office equipment (e.g., computer terminal and keyboard, telephone, copy machine, etc.).

Handles and disposes of various hazardous materials (e.g., toilet bowl cleaner, tear gas, empty lead shell casings, etc.).

Answers telephone inquiries and maintains receiving and issuing records.

Processes and distributes mail according to established procedures; prepares material for mailing, utilizing automated equipment when applicable.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of storeroom methods and procedures.

Considerable knowledge of storeroom inventory methods and procedures.

Knowledge of the basic practices and principles of supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to understand and follow oral and written instructions.

Ability to plan, assign and direct the work of others.

Ability to exercise judgment and discretion.

Ability to work independently with general supervision.

Ability to operate a motor vehicle within the State of Missouri guidelines.

Ability to operate basic office equipment (e.g., computer terminal and keyboard, telephone, copy machine, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate a forklift.

Ability to establish and maintain harmonious working relations with others.

Possess physical strength to permit the lifting, moving and/or carrying of objects weighing at least 75 pounds.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and at least two years of experience as a Stores Clerk III or comparable experience.

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NECESSARY SPECIAL REQUIREMENTS

Must possess or obtain a Class B Commercial Drivers' License with air brake endorsement within the probationary period.

Possess a valid drivers' license.